The LFSA Executive Committee met to discuss Rebecca, Leah and Greta’s recommendations for moving forward with updating the LFSA governance website. The recommendations are included below, with additions proposed at the meeting included in red.

1. Create the LFSA website in the Libraries’ CMS by editing existing pages for the most part
2. Ask Micki for help with design elements that are more complicated than creating/editing pages
3. Create an archive page with sub-pages by year where material from the LFPA website that we no longer need to use can be stored/link to. This will prevent us from losing old information if the website has been functioning as our archive for the past few years, while helping to declutter the updated committee pages. (Next step: Talk to Becky about procedures for archiving governance materials. Use this to inform design of archive page(s). Suggest putting new material in archive so it’s already there.)
4. For the most part, use/edit the old pages and rename or link to new content as necessary
5. Create the following new elements
   a. Home page that includes a brief overview of all 3 assemblies with links to separate pages for LFSA, LSA, and LFA
   b. Membership rosters for LFA and LSA can go on shared home page (do we need a combined LFSA roster? – yes; list of members in the CMS. Check on process for updating this; how to format it on the web page.)
   c. Create block menus on the right for each assembly with links to the corresponding committees below a link to that assembly’s main page
   d. Contact information for current officers/representatives listed in side bar of appropriate pages
   e. Create a page about the benefits of serving on governance, descriptions of what serving on the committees is like, links to university governance resources, etc. Include some history of governance.
   f. Create a page/section of the home page with information/documentation about adding information to the governance site: naming conventions, archiving procedures, who is responsible for updating the site, etc.
   g. Create page(s) for ad hoc committees, task forces, or other governance activities that do not fall under a specific committee.
   h. Include top menu with general links.
   i. Consider including pictures. Ask LeAnn about photos at LFSA fall assembly.
6. All committee pages should follow the same design:
   a. Description/Standing Charges on main page
   b. Link to Annual Reports
   c. Change ‘Charges’ page to ‘Special Charges’ and keep current year’s special charges on that sub-page (no need to list standing charges here as well, since those are on the main committee page). Move older special charges to the appropriate archive page.
d. Membership – have current committee members’ contact info in side bar; move old membership to archive page (keep previous years’ membership to ensure correct office terms)
e. Link to archive on each committee page for older materials.

7. Implement a file naming convention for all minutes/documents uploaded to the site going forward: CommitteeName_Doctype_YYYYMMDD.pdf

The group also discussed the idea of holding a forum to inform Libraries staff about merit raises. Members of the committee shared concern that this may not be productive if LFSA is not capable of addressing issues of pay, as this is an administrative function. The group did, however, express encouragement for forums to raise awareness of benefits for Libraries staff, such as discount programs.

Sharon Riley attended and presented her proposed idea of appointing Orientation Mentors to help new employees become acquainted with the Libraries. Her draft checklists included responsibilities for the new employee, their supervisor, and the orientation mentor. The intent of the mentor is to check in with the employee and provide a point of contact other than their supervisor who can help them address issues associated with being new to the organization. The orientation mentor would be a volunteer, and would be a temporary position that would take the new employee to lunch (cost covered by administration) and answer questions as needed. Sharon asked whether the LFSA Executive Committee might be willing to help solicit volunteers for this role.

Members of the LFSA Executive Committee expressed the opinion that the Orientation Mentor is not a governance role, and it is therefore not the Committee’s responsibility to solicit volunteers. The group did offer Sharon a time slot at the LSA Fall Assembly to raise awareness of the program, and offer members the opportunity to volunteer if they chose. Members of LFSA Exec cautioned that if this role is an administrative function, it will likely not be viewed as “optional” and may be met with reluctance by supervisors who do not wish to have their employees devote time to participating. LFSA Exec recommended that, as an administrative function, the program be discussed in Cabinet rather than a governance context to ensure support from department heads before moving forward with implementation.